



# STATE OF IOWA

GOVERNOR  
TERRY E. BRANSTAD  
LT. GOVERNOR  
KIM REYNOLDS

IOWA DEPARTMENT OF COMMERCE  
PROFESSIONAL LICENSING & REGULATION

## CHANGE OF STATUS FROM ACTIVE TO INACTIVE (Not To Be Used For Transfers)

The enclosed licensee, license number \_\_\_\_\_ issued to \_\_\_\_\_ has

- ☐ requested that his/her license be placed on **INACTIVE** status
- or**
- ☐ I have discharged him/her from my employment

Pursuant to Iowa Code chapter 543B.33 I have completed the following:

- ☐ Date and cause for termination of employment has been spelled out on the back of the license,
- ☐ Communication has been sent to the last known address of the licensee advising that his/her license has been returned to the Commission to be made **Inactive**, and
- ☐ Copy of the communication sent to the licensee has been included with the license when returned to the Commission.

Pursuant to 193E – 6.1(1) and 6.1(2) I am making every reasonable effort to ensure that the Commission receives the license within 72 hours of the discharge date.

\_\_\_\_\_  
Broker in Charge and Iowa license number

\_\_\_\_\_  
Date

### 543B.33 Salespersons -- change of employment.

When any real estate salesperson is discharged or terminates employment with the real estate broker by whom the salesperson is employed, the real estate broker shall immediately deliver or mail to the real estate commission the real estate salesperson's license on the reverse side of which the employing broker shall set out the date and cause of termination of employment. The real estate broker at the time of mailing the real estate salesperson's license to the commission shall address a communication to the last known residence address of the real estate salesperson stating that the license has been delivered or mailed to the commission. A copy of the communication to the real estate salesperson shall accompany the license when mailed or delivered to the commission. It is unlawful for any real estate salesperson to perform any of the acts contemplated by this chapter either directly or indirectly under authority of a license from and after the date of receipt of the license by the commission. The commission shall, upon presentation of evidence by the salesperson that the salesperson has been employed by another broker, issue another license for the balance of the current license period showing each change of employment. A fee as determined by the commission shall be charged for the issuance of the license. Not more than one license shall be issued to any real estate salesperson for the same period of time.

**193E – 6.1(1)** When a broker discharges a salesperson or broker associate, the broker shall comply with all requirements of Iowa Code section 543B.33 and immediately deliver or mail the discharged person's license to the commission. If the license is returned by mail, the releasing broker shall make reasonable effort to ensure that the commission receives the license within 72 hours of the discharge date.

**6.1(2)** The licensee may terminate the employment or association by providing written notice to the affiliated broker advising the effective date of the termination and requesting that the license be immediately returned to the commission. The affiliated broker shall not refuse to comply with the request. If the license is returned by mail, the releasing broker shall make every reasonable effort to ensure that the commission receives the license within 72 hours of the termination date.